Uploading a List of Creditors

A List of Creditors contains the names and addresses of creditors. This information is used for noticing. The List of Creditors must be in an ASCII text format, usually a **.txt** file, before it can be successfully uploaded. All other file types within CM/ECF will be portable document format (PDF) files. The process of uploading a list of creditors .txt file is described below.

STEP 1   After accessing the CM/ECF system using the Netscape Navigator or Internet Explorer web browser, click on the Bankruptcy hypertext link. **(See Figure 1.)**

Figure 1

STEP 2   The **BANKRUPTCY EVENTS** screen displays. **(See Figure 2.)**

Figure 2

◆   Click on the Creditor Maintenance hyperlink.

STEP 3   The **CREDITOR MAINTENANCE** screen displays. **(See Figure 3.)**
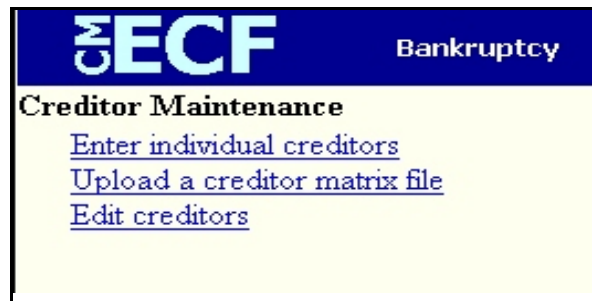
Figure 3

◆   Click on <u>Upload a creditor matrix file</u> hyperlink.

STEP 4   The case verification screen appears, confirm and click next. **(See Figure 4)**
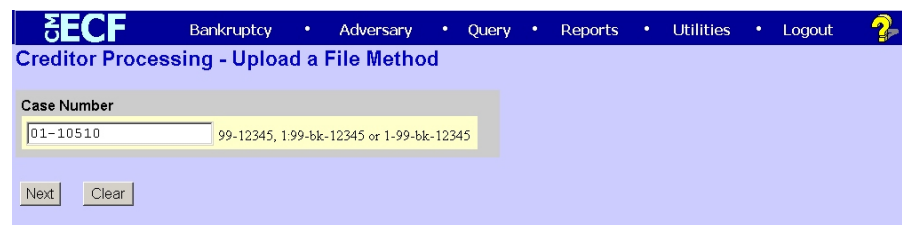

Figure 4

STEP 5   The **UPLOAD A FILE** screen displays. (See Figure 5.)

Figure 5

◆   Enter the case number in yy-nnnnn format, including the hyphen.

NOTE: If the system prompts that you have entered an invalid case number, click the browser's **[Back]** button and enter

the correct number.

◆   Click the **[Next]** button to continue.

STEP 6   The **LOAD CREDITOR INFORMATION** screen will display. (**See Figure 6)**
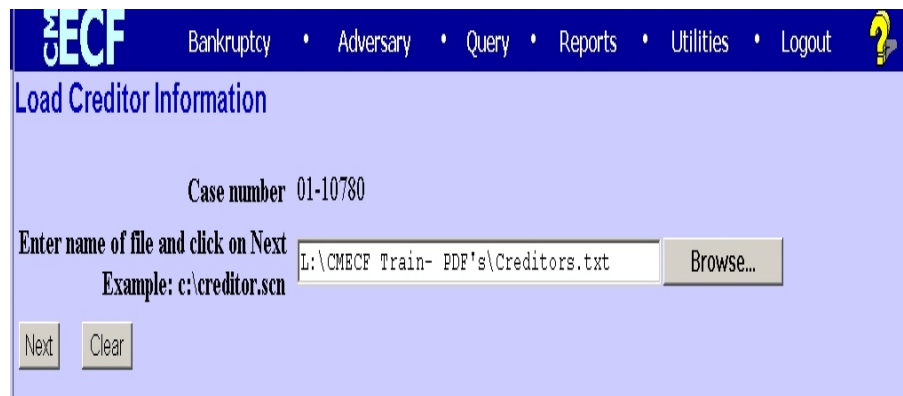

Figure 6

There are two methods to enter the directory and file name of the List of Creditors.

◆   Type in the full path of the directory and filename of the List of Creditors file. Or, alternatively,

◆   Use the Browse feature to navigate to the appropriate directory and file of the List of Creditors file. To do this:

•   Click on the **[Browse]** button to display the **FILE UPLOAD** screen.

•   Click in the **Look In** box and select the appropriate drive name.

•   Change **Files of types:** to Text (.*txt) or All Files.

•   Highlight the appropriate text file with a click of the mouse.

•   For quality assurance, right-click with the mouse and select **Open** from the pick-list that is displayed. (**See Figure 5b.)**

Verify that this is the correct matrix file for this case. Close or minimize the Adobe Acrobat reader by clicking on **"X"**

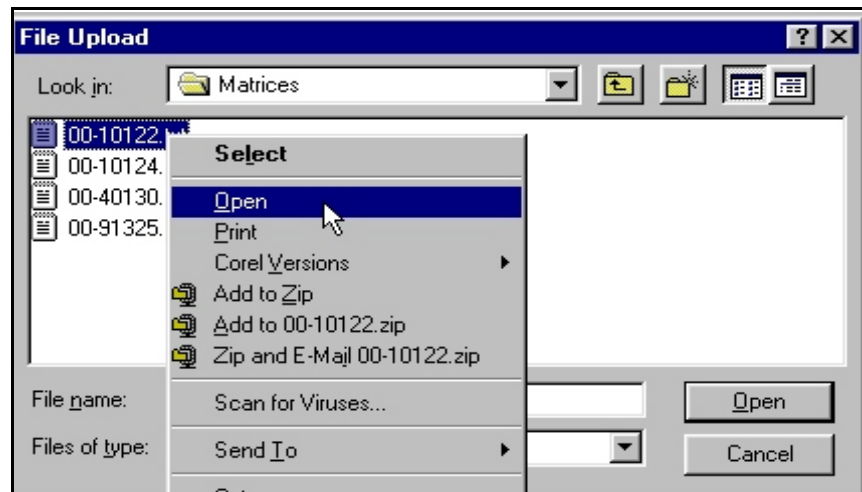in the upper right-hand corner.

Figure 6a

- • If correct, double-click the .txt file to select it or click on the **[Open]** button to attach the matrix file to the bankruptcy case.
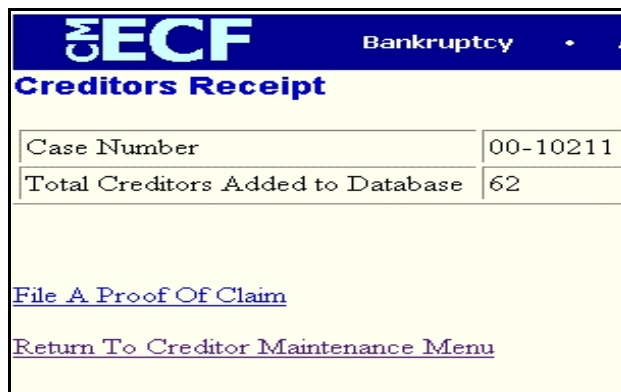
◆ Click on the **[Next]** button to continue.

STEP 7   The **TOTAL CREDITORS ENTERED** screen appears.
(See Figure 7.)

Figure 7

◆ If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser's **[Back]** button and research the error.

◆ If the total number of creditors displayed is correct, click on the **[Submit]** button.

STEP 8   The **CREDITOR RECEIPT** screen displays. **(See Figure 8.)**

Figure 8

◆   The information displayed confirms the number of creditors added to the case.

STEP 9   Click on the <u>Return to Creditor Maintenance Menu</u> hyperlink to continue and repeat steps 4 - 6 for each List of Creditors. If there are no other matrices to add, select **Logout** or select another option on the Main Menu Bar.

To view listing of creditors:

STEP 10   Select Query from the Main Menu Bar

NOTE: The Login for Pacer will appear, type in your Login, Password, client code and continue to the next step.

STEP 11   Type in the case number and select "RUN QUERY". The Query screen will appear.

STEP 12   Select Creditors Hyperlink, the creditors selection screen will appear.

STEP 13   Select creditors for creditor type and click "RUN QUERY". The listing of creditors will appear.